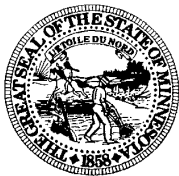


Minnesota Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200, St. Paul, MN 55104-3825

Office: (651) 643-3060 Fax: (651) 643-3072

http://www.post.state.mn.us



Continuing Education Course Approval Application

POST USE ONLY	
Course #:	_____
Approved:	_____ Evaluator: _____
Hours:	_____ Letter Sent: _____
UOF Category:	_____

In accordance with Minnesota Law, the POST Board has established a system for promoting the professional competence of peace officers through continuing education. Courses considered for evaluation must be: 1) law enforcement related, 2) promote professional job-related competence, and 3) meet a law enforcement educational need.

Sponsors will receive an approval letter by email indicating a POST Board issued course number and the amount of credit approved which **should be listed on certificates of successful completion.**

To advertise on POST's website, fill out the bottom of the first page and submit **at least 30 days prior to the first day of the course.**

Is this course considered mandated training? _____ Yes _____ No If yes, indicate which learning objectives are being met.

Learning Objectives	Amount of Hours	Learning Objectives Met (i.e. 1 A, 2 A & B, 3 C or All)
Conflict Management and Mediation Training		
Crisis Intervention & Mental Illness Crises Training		
Recognizing and Valuing Community Diversity and Cultural Differences to Include Implicit Bias Training		
In-Service Use of Force/Firearms		

SPONSOR INFORMATION

Sponsor Name:		Sponsor Address:	
Name of Contact Person:			
Phone:	Fax:	Email Address:	

New Sponsor (Check this box only if your agency has never submitted a course for approval)

COURSE INFORMATION

Course Title:	POST Credit Requested:	(1 hour = 1 credit) Do not include Lunches, Business Meetings, etc.
Instructor(s):		

POST WEBSITE COURSE SCHEDULE INFORMATION

By filling out the information below, this course will be advertised on the POST Board website.

Course Date(s): (Month/Day/Year)	Location Name:	Street Address:	City, State & Zip Code:	Rm #:

1. If this course has been approved less than three years of the approval date, it is **not** mandated training and there have been no significant changes, please indicate the course number below. (*Sponsors need not resubmit the course documentation*) If the course has changed significantly, proceed to number two. **Sponsors must submit documentation for all mandated training.**

Course Number: _____.

2. Course documentation must be submitted for evaluation if this course has never been evaluated, the course is mandated training, there have been significant changes, or it's been more than three years since the last approval date.

Course documentation (*If the following documentation is not submitted, the course will not be evaluated*)

- Instructor qualifications showing proof of professionally recognized training and experience in the assigned subject area; and, instructor training or specialized academic preparation to teach in the assigned subject area
- Course overall learning goal (purpose)
- Specific performance objectives (upon completion the officer will be able to.....)
- Course timeline that shows a breakdown of the hours (Courses more than four hours)
- The body of each major unit of instruction in outline form (can be incorporated with the timeline)
- Instructor evaluation form (if applicable)

In addition to the required information, course sponsors may submit any additional information (i.e. handouts, equipment list, bibliography, references) that may be useful in the evaluation of the course.

Sponsor's Agreement

As a representative of the continuing education sponsor I agree to:

- 1) comply with Minn. R. 6700.0900, Subp. 13 &14 which requires continuing education providers to have written procedures for the investigation and resolution of classroom discrimination complaints;
- 2) make the required announcement to attending officers (The course statement is part of the approval letter which informs officers of the classroom discrimination policy the sponsor has on file. The course statement is also on the POST Board website);
- 3) maintain a list of the names and license numbers of all peace officers and part-time peace officers who successfully complete the course, submit a roster to the POST Board for each completed course and provide attendees with proof of successful completion; and,
- 4) if requested, allow representatives of the POST Board to attend this course to ensure the conditions of this application are met.

By signing this application I affirm I have read the Sponsor's Agreement and have a classroom discrimination policy on file.

Sponsor Representative Signature:	Date:
Print Signature Written Above:	Phone: (If different than contact person)